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ABSTRACT

The 1975 faculty handbook for Massachusetts Institute of Technology covers: (1) rules--including committees, educational policy, academic standards; and (2) regulations--including admissions, grades, and degree requirements. (KE)

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Rules and Regulations of the Faculty

Revised
to
September, 1975

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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Massachusetts Institute of Technology

Rules and Regulations of the Faculty

Revised
to
September, 1975

Massachusetts Institute of Technology

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1.00 Rules of the Faculty

Revised
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1.10 Membership

1.11 The Faculty shall consist of the Chairman of the Corporation; the President, the Chancellor, the Vice Presidents, and the Provost of the Institute; all members of the instructing staff with rank of Professor, Associate Professor, or Assistant Professor; Professors Emeriti having part-time appointments; the Deans of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Science, and the Alfred P. Sloan School of Management; the Dean of the Graduate School; the Dean for Student Affairs; the Registrar; the Director of Admissions; the Director of Libraries; the Medical Director; the Director of the Summer Session; certain members *ex officiis* as listed in the General Catalogue of the Institute and certain Instructors and Research Associates selected by the Executive Committee of the Corporation.

1.20 Officers

1.21 The officers of the Faculty shall be a Chairman, an Associate Chairman, and a Secretary, and, *ex officiis,* the President and Chancellor of the Institute. (The President of the Institute is, *ex officio,* President of the Faculty.)

1.22 In the absence of the President the Chairman of the Faculty shall preside at the Faculty meetings.

1.23 It shall be the duty of the Secretary:

To cooperate with the President in the general conduct of Faculty business.

To give written notice to each member of the time and place of each Faculty meeting and of the special business to be transacted. In the absence of the President and Chairman from a Faculty meeting, to call the meeting to order and to entertain the motion for a Chairman *pro tempore.*

To record the proceedings of each meeting and to circulate them to the entire Faculty with the call for the next meeting.

To place on file important communications relating to Faculty business, as well as all reports of committees.

To give the chairman of each committee appointed by the Faculty notice of the personnel and purpose of such committee.

To notify students, in writing, of any Faculty action affecting them individually.

1.30 Meetings

1.31 The regular meetings shall be held on the first Wednesday of the first term, and on the third Wednesday of each succeeding month during the academic year except in January, and on the Wednesday preceding graduation. The stated May meeting shall be known as the Annual Meeting. Special meetings shall be held at such other times as the Faculty or the President shall appoint, or upon written request presented to the Secretary by any ten members.

1.40 Quorum

1.41 Thirty members shall constitute a quorum.

1.50 Elections

1.51 The Chairman, the Associate Chairman, the Secretary of the Faculty, and the new members in the elected membership of Standing Committees shall be elected each year at the annual meeting. New appointments to Standing Committees shall be made within one week after the annual meeting. No member of the Faculty shall serve continuously as Chairman of the Faculty for more than two years; other officers and committee members are eligible for re-election or reappointment. Except as otherwise specified, the Chairman of the Faculty shall appoint the Chairman of each Standing Committee from among its elected membership annually within one week after the annual meeting and at other times if a vacancy occurs. All terms of office shall begin on June 15.

1.60 Faculty Council

1.61 The Faculty Council shall consist of the Chairman of the Corporation, the President, the Chancellor, Vice Presidents, Provost, Chairman of the Faculty, the Associate Chairman of the Faculty, Deans of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Science, and the Alfred P. Sloan School of Management, Dean of the Graduate School, Dean for Student Affairs, Secretary of the Faculty, Heads of Departments and Professional Courses, and such other Administrative Officers as the President shall include.

Meetings of the Faculty Council shall normally be held on the first Wednesday of each month from October to May and at such other times as the President shall appoint. It shall bring before the Faculty questions of educational policy and other business of sufficient importance to be considered by the entire Faculty.

1.70 Committees

1.71 There shall be Standing Committees on the following: Graduate School Policy, Educational Policy, Curricula, Academic Performance, Undergraduate Admissions and Financial Aid, Student Environment, Discipline, Nominations, Library System, Industrial Liaison, and Outside Professional Activities. In addition, the Staff Section of the Staff-Administration Committee shall be a Standing Committee.

1.72 **The Committee on Graduate School Policy** shall consist of the Dean of the Graduate School as Chairman, the Associate Dean of the Graduate School as Secretary, the Executive Officer of the Graduate School, the Director of Admissions, the Associate Chairman of the Faculty, and the Registrar, *ex officio,* together with one elected member from each of the Departments authorized to recommend candidates for an advanced degree and any additional elected members nominated by the President to represent fields of study recommended by the Dean of the Graduate School.
Each elected member shall serve for one year and shall be eligible for re-election.

Each member of this Committee representing a department shall be a member of the Committee on Graduate Students of that department. The Committee shall have charge of graduate courses of study and of students working for advanced degrees, and shall act with power upon applications for graduate scholarships and fellowships including postdoctorate fellowships. It shall report to the Faculty recommendations on matters of policy requiring Faculty action and recommendations for the award of advanced degrees and the appointment of Fellows of the Massachusetts Institute of Technology.

1.73 **The Committee on Educational Policy** shall consist of the Chairman of the Faculty who shall be the Chairman of the Committee; of the Associate Chairman of the Faculty who shall be the Deputy Chairman of the Committee; of one Faculty member appointed by the Dean of each of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Science, and the Alfred P. Sloan School of Management; of one member appointed by the Dean of the Graduate School from among the members of the Committee on Graduate School Policy; of six members elected from the Faculty at large; and of the Provost, the Associate Provost, and the Vice President in the Office of the President and Chancellor, *ex officiis,* nonvoting. Three appointed faculty members and three elected faculty members shall be chosen each year for two-year terms. In addition , the Committee shall have not fewer than two and not more than five voting members from the student body, the exact number to be annually determined by the Committee. The term of student members shall be one year.

Each appointed faculty member representing a School shall serve as a liaison between the Committee on Educational Policy and that School and five of the elected faculty members shall each be *ex officio* a voting member of one of the following Standing Committees: Curricula, Academic Performance, Undergraduate Admissions and Financial Aid,

Student Environment, and Discipline.

The Committee shall have the following duties and responsibilities:

1.73.1 Interpret and implement educational policy as approved by the Faculty, acting with power if unanimous.

1.73.2 Formulate proposals for changes and modifications in educational policy, either upon its own motion or after consideration of recommendations of other committees, and recommend them to the Faculty for action.

1.73.3 Coordinate the work of the following committees of the Faculty concerned with undergraduate education: the Standing Committees on Curricula, Academic Performance, Undergraduate Admissions and Financial Aid, Student Environment, and Discipline; and consult with the Committee on Graduate School Policy on matters of graduate educational policy affecting the Institute at large.

1.73.4 Establish the manner in which the educational program is presented in official Institute publications, delegating to the other Standing Committees such parts of the responsibility as seems desirable.

1.73.5 Report at regular Faculty meetings, and on matters of general interest publish agenda and hold open committee meetings.

1.73.6 Meet periodically with the President, Academic Deans, or others as designated by the President to enhance the interchange between the Faculty and the Administration on matters of educational policy.

1.73.7 Perform such other duties and responsibilities pertaining to undergraduate and graduate education as may be delegated to it by the Faculty.

1.73.8 Encourage experimental innovation in undergraduate education, with authority to approve limited educational experiments and to grant exceptions to allow any experiment to depart from specific Faculty Regulations and M.I.T. administrative procedures, to seek appropriate advice about proposals from Standing Committees of the Faculty and from the departments concerned, and to circulate to the Faculty descriptions of approved experiments and reports on their progress and outcome.

a. Any Faculty member, group of Faculty, department, or School may submit a proposed experiment to the Committee on Educational Policy.

b. All proposals shall be "experimental" in nature. They shall not permanently circumvent standard regulations and administrative practices. Experiments that show enduring value should become incorporated in the usual ways into the Faculty Regulations and administrative practices.

c. Student participation shall be under any restrictions or safeguards specified by the Committee on Educational Policy in granting approval.

1.74 Each of the following Committees—Curricula, Academic Performance, Undergraduate Admissions and Financial Aid, Student Environment, and Discipline—shall, in addition to its specific duties as defined below, be

responsible for (1) formulating and reviewing educational policies which apply to its work, (2) requesting any needed clarification of such policies from the Committee on Educational Policy, (3) recommending to the Committee on Educational Policy any changes of such policies which it deems to be advisable, and (4) performing such other duties as may be delegated to it by the Committee on Educational Policy.

Each elected member of these Committees shall serve a three-year term, one-third of the elected membership being elected each year. At their discretion, the Committees may invite the participation of representatives of the student body.

1.74.1 **The Committee on Curricula** shall consist of six elected and voting faculty members, a voting faculty member appointed biennially by and from the Committee on Educational Policy, four voting undergraduate student members, and three nonvoting members, namely the Associate Provost, the Registrar, and the Chairman of the Freshman Advisory Council. The student members shall be chosen annually by the Undergraduate Association.

Upon its own initiative, or upon request, the Committee may propose policies relating to curricular matters, with the provisions that:

a. The Committee shall consider proposals for changes in the General Institute Requirements and make suitable recommendations to the Faculty.

b. The Committee shall act with power on proposals for Science Distribution and Laboratory subjects within the General Institute Requirements and shall report such actions to the Faculty.

c. The Committee shall act with power for the Faculty on requests from individual students for exceptions to the General Institute Requirements.

d. The Committee shall act with power on proposals for changes in subjects of instruction and shall report all approved changes to the Faculty.

e. The Committee shall act with power on proposals for new curricula and changes in existing curricula, and shall report all approvals to the Faculty. Each department shall indicate whether the proposed curriculum shall lead to the degree Bachelor of Science in a specified field or to the degree Bachelor of Science without designation of field. In the case of the degree Bachelor of Science the graduate's record and transcript shall indicate the department recommending the degree. Upon request of a department, the Committee may approve in the case of an individual student a program leading to the degree Bachelor of Science without designation of field.

f. Within the limitations of the General Institute Requirements, the Faculty delegates to each department the authority to approve departures by individual students from approved course curricula. Individual programs which include major departures from an approved curriculum and a summary of all minor departures shall be reported to the Committee for each student during the term in which he or she is a degree candidate.

(1) It is the intent of the Faculty that students be permitted to depart from approved curricula, but that major departures be approved only for a well-prepared student whose proposed program, while different in coverage, is comparable to the established curricula in breadth, depth, and integrated approach to a well-defined educational objective. For this reason, it is intended that a student obtain departmental permission, between the end of the fourth and the start of the seventh term, to embark on a program involving major departures from an approved curriculum. It is the further intent of the Faculty that the departmental authority to approve programs which include major departures not be delegated by the department to each Faculty Counselor, but that all such programs within a department be approved for the department by a single member of the Faculty or by an appropriate department Faculty committee.

(2) It is suggested that "minor departures" be defined to include substitution for one subject, or substitution in kind for two subjects in an approved curriculum; and that "major departures" be defined to include substitutions not in kind, for more than one subject, or substitution for more than two subjects.

(3) Since major departures from approved curricula are designed to meet the exceptional needs of a small number of students, any department requesting such departures for more than a small fraction of its students will be requested by the Committee on Curricula to present for approval alternate curricula so that its approved curricula meet the needs of most of its students.

g. A school which, with Faculty approval, so chooses shall exercise the powers and responsibilities available in the above to individual departments in the matter of the degree of Bachelor of Science without designation of field.

1.74.2 **The Committee on Academic Performance** shall consist of six elected members, a voting member appointed biennially by and from the Committee on Educational Policy, and five nonvoting members, namely the Dean for Student Affairs, the Registrar, the Medical Director, the Director of Student Financial Aid, and the Chairman of the Freshman Advisory Council.

The Committee shall be concerned with the academic performance of undergraduates and shall make recommendations to the Faculty on such matters as minimum scholastic standards, examinations, and grading.

At the conclusion of each regular examination period, the Committee shall hold meetings with the Freshman Advisory Council, the second-year Faculty Counselors, the third-year Faculty Counselors, and the fourth-year Faculty Counselors, in order to review the academic records of undergraduate students and to take appropriate action in the name of the Faculty. The Secretary of the Faculty shall serve as chairman of these special meetings and report the Committee's actions to the Faculty.

The Committee shall act with power on petitions from individual students relating to exceptions, to establish standards of academic performance,

and on applications for readmission.

The Committee shall present to the Faculty its recommendations on candidates to be awarded Bachelor's degrees.

1.74.3 **The Committee on Undergraduate Admissions and Financial Aid** shall consist of the Director of Admissions, the Director of Student Financial Aid, the Chairman of the Freshman Advisory Council, six elected members, a member appointed biennially by and from the Committee on Educational Policy, and three undergraduate students selected for two-year staggered terms according to procedures of student government, all with voting rights. The Committee shall be responsible for formulating and reviewing policies on admission of all undergraduate students, including college transfers, except in cases of students applying for readmission, and on financial aid to students, including undergraduate scholarships, loans, and student employment. The Committee shall also exercise prior review of M.I.T. publications and formal releases directed toward the prospective undergraduate student.

1.74.4 **The Committee on Student Environment** shall consist of the Dean for Student Affairs, the Associate Dean for Student Affairs, six elected members, and a voting member appointed biennially by and from the Committee on Educational Policy. It shall be concerned with student life, especially with nonacademic features which have a direct bearing on the education of the student as a citizen and a member of the Institute community.

1.74.5 **The Committee on Discipline** shall consist of the Dean for Student Affairs, six elected members of the Faculty, a member appointed biennially by and from the Committee on Educational Policy, and three undergraduate and two graduate students selected according to procedures of the respective student governments, all with voting rights. The term of student members shall be one year. The Committee shall consider such cases of alleged misconduct as shall be brought to its attention by the Dean for Student Affairs. An accused student shall be given an opportunity to appear in person at a meeting of the Committee. If the findings of the Committee include a recommendation that a student be required to withdraw from the Institute, the recommendation with the findings shall be reported to the President for approval or disapproval; otherwise, the Committee shall act with power.

1.75 **The Committee on Nominations** shall consist of six members appointed by the President, each member to serve for a three-year term. Two new members shall be appointed each year. The President shall designate the Chairman from among the membership. The Committee shall nominate the following officers of the Faculty: a Chairman, an Associate Chairman, and a Secretary; and shall also nominate candidates for the elected membership of the Standing Committees. It shall circulate the list of nominees to all members of the Faculty not later than the April meeting of the Faculty. The Committee shall have power to fill any vacancies that may occur during the year, in the offices of Chairman, Associate Chairman, and Secretary, and in the elected membership of the Standing Committees.

1.76 **The Committee on the Library System** shall formulate policy for the administration of the Library System consistent with the objectives of the Institute. It shall review budget allocations as prepared by the Director of Libraries. It shall foster the effective operation of Library Advisory Committees which shall be appointed for each of the libraries and reading rooms and shall seek the advice of the Advisory Committees on matters of policy where appropriate.

The Committee on the Library System shall consist of 15 members. Six faculty members shall be elected for three-year staggered terms. Two graduate student members with two-year staggered terms and two undergraduates with one-year terms shall be selected according to the procedures of the respective student governments. The following shall serve *ex officio:* the Provost or his delegate, the Director of Information Processing Services or his delegate, and the Director of the Libraries and two members of the Library Staff designated by the Director.

1.77 **The Committee on Industrial Liaison** shall consist of six elected members, each of whom shall serve a three-year term. The Committee shall be concerned with the relationship of the activities of the Industrial Liaison Office to the activities of the members of the Faculty.

1.78 **The Committee on Outside Professional Activities** shall consist of five elected members, including the chairman. The Committee will keep itself informed of and will report periodically to the Faculty new problems of potential conflicts of interest and recommend appropriate modifications of policies and procedures to the Faculty.

The Committee will also consider any case of Faculty involvement in outside activities, present or proposed, which in its judgment raises questions of conflict of interest. The Faculty member concerned may request such consideration, but the Committee will also investigate on its own initiative or on request from other responsible sources. It will discuss the issues privately with the individual concerned, with the objective of arriving at a satisfactory resolution of the problem. In the event that such discussion fails to resolve a situation the matter will be referred to the Faculty for final disposition either by the Committee or by the individual concerned.

Unless otherwise requested by the individual, or unless referred to the Faculty, all matters discussed by the Committee will be held in strict confidence.

1.79 **The Staff Section of the Committee on Staff-Administration** shall consist of six Faculty members and one non-Faculty member with the rank of Instructor. Each member with Faculty rank shall serve a three-year term, two such members being elected each year. In making nominations for the members of Faculty rank, the Committee on Nominations shall be guided by the principle that it is desirable to have two members of each of the three professional ranks on the Staff Section. The member with rank of Instructor shall serve for a term of one year. Each year before the regular May meeting of the Faculty, the election of the member with rank of Instructor shall take place; this election shall be conducted by the Committee on Nominations, votes being cast by non-Faculty members of

the staff with rank of Instructor, on a ballot prepared by the Committee on Nominations. The Staff Section shall join with the Administration Section to form the Committee on Staff-Administration. This Committee shall consider problems involving relationships between Administration and Staff.

1.80 Suspension of Rules

1.81 Any rule may be suspended temporarily by an affirmative vote of three-fifths of the members present and voting, but at least thirty affirmative votes shall be required.

1.90 Amendment of Rules

1.91 A motion to amend these rules shall lie upon the table at least until the next Faculty meeting after its introduction, and final action shall not be taken unless the subject has been announced in the call for the meeting. For affirmative action on any amendment, an affirmative vote of three-fifths of the Faculty members present, but not less than thirty affirmative votes, shall be required.

2.00 Regulations of the Faculty

Revised to September, 1975

2.10 Calendar

2.11 The academic year shall begin on the Monday following the first Monday in September, and shall be divided into two terms of approximately fourteen weeks each, with one week following each term set aside for final examinations, and a period of four weeks between the terms set aside for independent activities. Graduation exercises shall be held on the third Monday following the last exercises of the spring term.

The exercises of the Institute shall be suspended on legal holidays and during the following vacation periods: Christmas – from the Saturday before Christmas to the Sunday after New Year's Day, inclusive, except when Christmas falls on Friday or Saturday, when the period shall be from December 23 to the Tuesday after New Year's Day, inclusive, or when Christmas falls on Sunday, when the period shall be from December 23 to the Sunday after New Year's Day, inclusive. Spring – the week following the seventh full week of the term. Also, two-day vacations in October, November, February, and April incorporating when possible the legal holidays in those months.

Exercises shall, in general, be held between 9 a.m. and 5 p.m. Monday through Friday, and 9 a.m. to 1 p.m. on Saturday.

Exercises shall begin five minutes after and end five minutes before the hour.

2.11.1 It is the intent of the Faculty that for undergraduate subjects there shall be no required academic exercises between 5 p.m. and 7 p.m. Monday through Friday and between 1 p.m. Saturday and 8 a.m. Monday, except during stated examination periods. Exceptions may be made with the concurrence of the Committee on Academic Performance.

2.20 Requirements for Admission

2.21 To be admitted to the first-year class, applicants must be of good character and must satisfactorily pass examinations or be certified, under regulations approved by the Faculty, in Algebra, Plane Geometry, Trigonometry, Physics, Chemistry, and English. They must also present satisfactory certificates for elective subjects as prescribed by the Faculty. Additional tests may be prescribed by the Committee on Undergraduate Admissions and Financial Aid.

2.22 Students transferring from colleges or technological schools are required to present satisfactory certificates of dismissal. They may be admitted to the Institute without entrance examinations, subject to presenting satisfactory certificates for the entrance subjects required, and allowed to take those subjects for which they shall satisfy the Director of Admissions, by examination or otherwise, that they have the necessary preparation.

2.23 On approval of the Director of Admissions, special students may be admitted to particular subjects on satisfying the members of the Faculty in charge that they are qualified to pursue to advantage the various subjects chosen.

2.24 An applicant for one of the graduate degrees, Master, Engineer, or Doctor, enumerated in Regulation 2.81, must, except in cases of unusual attainments, have taken his or her first degree in a school, college, or university of good standing. With an application for admission to the Graduate School the student must file with the Secretary of the Committee on Graduate School Policy a statement of his or her previous work and present attainments and the program of advanced work which the student intends to do at the Institute. The applicant's credentials and proposed course of study shall be passed upon by the Committee on Graduate School Policy and must be approved by the student's Registration Officer and the Committee on Graduate Students of the department in which he or she is to be enrolled, or by the Course 25 Committee (as an experiment for 1975-1978), or by a special interdepartmental commitee appointed by the Dean of the Graduate School to supervise the student's program if it is in a field which lies between or in two or more departments.

Only those applicants for advanced degrees shall be accepted whose attainments, as shown by their previous records of scholarship or by other information, indicate that their proposed courses of study and research can be creditably pursued.

2.30 Curricula

2.31 In curricula leading to the Bachelor of Science degree, the total number of units required for graduation shall be not less than 360 nor more than 385. One unit represents one hour per week of lecture, exercise, or preparation for one term.

No instructor shall require more outside work than can be satisfactorily performed under ordinary working conditions in the preparation time assigned to the subject by students of average capacity, adequate preparation, and reasonably good habits of work; and, in order that this rule may be practically enforced, each instructor is expected from time to time to ascertain the amount of outside preparation actually given to each of his or her subjects by students whose work is of passing grade.

2.40 Registration

2.41 Prior to the opening of each term, each student shall register for the

desired subjects and, when necessary, the desired Course. Registration and all modifications of registration require the approval of the freshman advisor or faculty counselor or registration officer. Changes in registration may be made during the first five weeks of the term. No subject may be added after the fifth week unless the faculty-member-in-charge certifies that the subject begins at that time. Subjects may be dropped up to a date three weeks prior to the last day of classes for the term. Any subject dropped after the fifth week will be recorded on the internal record of the student with the notation DR and the date of the cancellation, and the instructor teaching the subject will be notified. In the last three weeks of a regular term, no subject may be dropped by an undergraduate student without the additional approval of the Committee on Academic Performance and by a graduate student without the additional approval of the Dean of the Graduate School.

2.50 Examinations

2.51 Final examinations shall be held during the final examination period following each term. For each subject in which a final examination is given during the prescribed period, no class exercises shall be held during the period beginning two days, Saturdays and Sundays excepted, before the examination period and ending at the examination period. Any single examination shall be limited to not over three hours.

The Dean for Student Affairs in the case of an undergraduate student, or the Dean of the Graduate School in the case of a graduate student, may excuse a student from a scheduled final examination for reasons of illness or significant personal problems. (See the grade of OX, Section 2.62.3). The faculty-member-in-charge of a subject may excuse a student from a final examination for such reasons as conflicts either between examinations or with religious holidays, if a mutually satisfactory agreement can be reached between the student and the faculty member, if the agreement is ratified in advance of the examination by the Head of the department in which the subject is offered, and if the faculty member is prepared to submit a grade based on other evidence.

For each subject in which a final examination is given during the prescribed period, no written examinations shall be given during the seven days preceding the examination period. For each subject in which no final examination is given during the prescribed period, no more than one written examination of not more than one hour (one class period in the case of laboratory or design subjects) shall be given during the seven days preceding the examination period.

No assignment, term paper, or oral presentation for any subject shall fall due after the last day of class exercises for that subject.

2.52 An examination for advanced standing may be taken by an undergraduate student during the scheduled examination periods, provided that the student has never been registered for or attended class in the subject concerned. Notice of intention must be filed with the Registrar at least three weeks before the first day of the examination period. An advanced standing examination shall be given only upon the approval

of the faculty-member-in-charge of the subject, who may require evidence of competence in addition to the examination if the subject normally involves measures of student performance qualitatively different from the examination. A passing grade entitles a student to full credit for the subject. A failing grade will appear on the permanent record except for first-year undergraduate students for whom a failing grade will appear only on the internal record.

2.60 Grades

2.61 Grades shall be submitted at the end of each term in all subjects given in the term, including thesis. Each report of grades shall be endorsed by the faculty-member-in-charge of the subject. Instructors may also submit written comments on forms provided. These comments are addressed to the student and to the faculty counselor or registration officer. Comments are retained in the student's internal file.

2.62 The grades described below are not rigidly related to any numerical scores or distribution function.

2.62.1 The grades to be used for students who satisfactorily complete the work of a subject by the end of the term are:

A, passed with honor
B, passed with credit
C, passed
D, barely passed

When a single passing grade is authorized
P, single passing grade

The grade of P is authorized for use under the following circumstances:

i. for satisfactory performance in a subject by a first-year undergraduate student.
ii. for satisfactory performance in any of the subjects designated by the Committee on Academic Performance, the Committee on Educational Policy, the Committee on Graduate School Policy, or by vote of the Faculty as subjects to be graded on a Pass/Fail basis. All students who satisfactorily complete the subjects must receive a P grade.
iii. for satisfactory performance by students in special programs voted by the Committee on Educational Policy or by the Faculty.
iv. for satisfactory performance in no more than two subjects elected during an undergraduate's third or fourth year. These subjects cannot be used to fulfill General Institute or Departmental Requirements, and must be elected and the Registrar notified before the end of the fifth week of the term.

2.62.2 The following notations are to be used by the Registrar for satisfactory completion of work in the circumstances indicated:
S, notation for credit awarded for work done elsewhere
SA, notation for satisfactorily completed doctoral thesis. Doctoral theses are not graded.

2.62.3 The grades and notations to be used for subjects not passed or not completed are:

F, failed. This grade also signifies that the student must repeat the subject to receive credit.

O, absent. This grade indicates that the student was progressing satisfactorily during the term but was absent from the final examination or absent during the last two weeks of the term, or both. An O grade carries no credit for the subject. Unsatisfactory performance because of absence throughout the term should be recorded as F.

OX, absence satisfactorily explained to and excused by the Dean for Student Affairs in the case of an undergraduate student or by the Dean of the Graduate School in the case of a graduate student. The faculty-member-in-charge of the subject will be notified when an O is changed to an OX. An OX carries no credit for the subject. However, the faculty-member-in-charge must provide the student the opportunity to receive a credit-carrying grade. This may be done with or without the instructor requiring a postponed final examination or other additional evaluation procedure.

DR, a notation to be used only on the student's internal record for a subject dropped after the fifth week of the regular term.

I, incomplete. The grade of I indicates that a minor part of the subject requirements has not been completed and that a passing grade is to be expected when the work is completed. If the work is not completed before the end of the fifth week of the succeeding term of the regular academic year, explicit approval of the faculty-member-in-charge is required. If the work is not completed before the end of the succeeding term of the regular academic year (with the exception noted below) the student must register for and repeat the subject in order to receive credit. When completion of the subject requires facilities which are normally but not continuously available, this must be indicated on the form reporting the I grade and the work must be completed in the earliest term in which the facilities are available.

J, notation assigned by the instructor for thesis work which has progressed satisfactorily but has not been completed. Grade given upon completion of the work in a later term also covers this term.

T, temporary notation. It is used for subjects which do not end on an academic calendar date and for which prior approval has been obtained from the Committee on Curricula for undergraduate subjects or the Committee on Graduate School Policy for graduate subjects. This notation is recorded only on the student's internal record. A permanent grade must be assigned when the subject is finished.

2.63 Special Provisions for First-Year Undergraduate Students

2.63.1 For first-year undergraduate students: (a) the only passing grade recorded by the Registrar shall be P; and (b) the grades of F, O, and OX shall be recorded by the Registrar for use within the Institute only, and shall not appear on official Institute transcripts.

2.63.2 By the end of the seventh week and by the end of each term, each first-year undergraduate student shall submit, on a multi-copy form provided, an evaluation of his or her work and achievement in each subject to the instructor teaching the subject. Each instructor shall in turn write an

evaluation of the student's performance in the space provided on the same form and send the form to the Freshman Advisor of the student. The instructor is responsible for completing the written evaluation even if the student does not initiate the procedure.

The Freshman Advisor should discuss all evaluations with the student, and give the student copies of the evaluations.

The responsibility of the instructor to provide each first-year undergraduate student with a meaningful evaluation of his or her work includes the responsibility to identify and record outstanding work in terse concrete terms. Furthermore, if the instructor has computed a grade as a matter of normal procedure, he or she should report the grade to the student as part of the evaluation.

Each department is responsible for ensuring that records of the end-of-term evaluations are retained for a period of five years. This record may be released only when a student requests a copy of his or her record and presents satisfactory identification.

2.63.3 First-year undergraduates may register for and receive at most 60 credit units in the fall term and 63 credit units in the spring term. Individual exceptions to circumvent technical difficulties may be granted upon petition to the Committee on Academic Performance.

2.70 Theses

2.71 The general requirements for the format of written theses shall be prescribed and published by the Committee on Graduate School Policy for graduate theses, and by the Committee on Educational Policy for undergraduate theses or projects.

The original and one copy of each thesis or project shall be delivered to the office of the headquarters of the department or course in which the candidate is registered as follows: for Bachelor's, Master's, and Engineer degree candidates not later than one week before the end of term; and for candidates for the Doctorate not later than two weeks before the end of the term. Additional copies shall be delivered as required by the department.

All graduate theses shall be deposited in the Archives. The several departments and courses shall transmit the original and one copy of these theses to the Institute Archivist not later than one month after the end of the term in which the thesis was accepted. Undergraduate theses which in the judgment of the department or course represent a significant contribution shall be deposited in the Archives.

A thesis or project is the permanent property of the Institute and shall not be published wholly or in part except by authorization of the head of the department or course in which the student was registered when the thesis was accepted.

2.80 Degrees

2.81 The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Master of Science (S.M.), Master of Architecture (M.Arch.), Master of Architecture in Advanced Studies (M.Arch.A.S.), Master in City Planning (M.C.P.), Chemical Engineer (Chem.E.), Civil Engineer (C.E.), Electrical Engineer (E.E.), Engineer in Aeronautics and Astronautics (E.A.A.), Environmental Engineer (Env.E.), Marine Mechanical Engineer (Mar.Mech.E.), Materials Engineer (Mat.E.), Mechanical Engineer (Mech.E.), Metallurgical Engineer (Met.E.), Naval Architect (Nav.Arch.), Naval Engineer (Nav.E.), Nuclear Engineer (Nucl.E.), Ocean Engineer (Ocean E.), Doctor of Philosophy (Ph.D.), and Doctor of Science (Sc.D.).

2.82 To be recommended for the degree of Bachelor of Science, a student must have attended the Institute not less than one academic year, which ordinarily must be the year of graduation. He or she must have completed satisfactorily a program of study approved in accordance with the Rules and Regulations of the Faculty.

The General Institute Requirements for the degree of Bachelor of Science are the successful completion of the following: 3.091 or 5.41 or 5.60 or 7.01, 8.01 or 8.011 or 8.012 or 8.013, 8.02 or 8.021 or 8.022 or 8.023, 18.001 or 18.01, 18.002 or 18.02 (each of the preceding being 12 units), and Science Distribution subjects totaling an additional 36 units of which no more than 12 units may be taken in subjects offered by a student's own department, 12 units of Laboratory, the Requirement in the Humanities, Arts, and Social Sciences, consisting of eight subjects totaling at least 72 units, with distribution and concentration components as voted by the Faculty, the Physical Education requirement, and a total of at least 360 units, excluding R.O.T.C. subjects.

Departmental requirements shall permit the student to schedule his or her second year so that the Science Distribution, Laboratory, and second-year Humanities requirements can be completed within a normal load of 90 to 96 units; and at least 42 of these units shall not be restricted by the department. All approved Course Curricula for the degree of Bachelor of Science shall make possible at least 12 units of unrestricted elective time in the freshman year and a total of at least 24 units in the junior and senior years.

In accordance with the authority granted to them by Faculty Rule **1.74.1(f.)** and Faculty Regulation **2.31**, the individual departments shall exert strong efforts to make it possible for students who have not taken the appropriate departmentally prescribed subjects during their freshman and sophomore years to complete their degree requirements in a normal four-year period.

All of the above holds for Schools which, with Faculty approval, have chosen to offer interdisciplinary programs leading to the degree of Bachelor of Science without designation of field.

2.82.1 The Committee on Curricula shall specify which subjects may be used to satisfy the Laboratory requirement and the Science Distribution require-

ment. Only subjects with prerequisites such that the subjects can be taken by freshmen or sophomores are eligible for this purpose; except that the Committee on Curricula is authorized to specify other laboratory subjects which may be used to satisfy the Laboratory requirement.

2.82.2 It is the intent of the Faculty that students shall satisfy a portion of the Laboratory requirement during the first two years. It is the further intent of the Faculty that the 12 units of Laboratory requirement be met by one subject of 12 units, or parts of two subjects totaling 12 units, so that the Laboratory subjects will call for a major commitment of the student's attention; and, further, that the approved Laboratory subjects emphasize as much as possible work of project type rather than experimental exercises.

2.82.3 It is the intent of the Faculty that students may use the 12 unrestricted elective units guaranteed to them in the freshman year by enrolling in any subject for which they are properly qualified and for which credit is offered. For example: subjects expressly designed for this purpose; foreign language subjects for which the student is qualified; upperclass electives in humanities without prerequisites; or upperclass electives for for which the student has sufficient preparation to justify the waiving of the prerequisites by the instructor in charge.

2.83 To be recommended for the graduate degree of Master of Science, Master of Architecture, Master of Architecture in Advanced Studies, or Master in City Planning, a student must not only have a clear record in an approved program of graduate study and research, but his or her scholastic standing as shown by the cumulative record must be of a distinctly high grade. For the graduate degree of Master of Architecture the student must have completed satisfactorily a program of study of at least 164 units, of which 96 units shall be A subjects, and a thesis, both acceptable to the Department of Architecture. For the degree of Master of Science, Master of Architecture in Advanced Studies or Master in City Planning the student must have completed satisfactorily a program of study of at least 66 units, of which 42 units shall be A subjects, and a thesis, both acceptable to the department in which he or she is enrolled. If 34 units of A subjects and the thesis are in a single field, as determined by a Departmental Committee on Graduate Students, the degree will be recommended with specification of the field in which the student has thus specialized; otherwise, the degree will be recommended without specification.

Any Departmental Committee on Graduate Students may accept, in lieu of the thesis required for the degree of Master of Science, with or without specification, a record of satisfactory performance in equivalent work taken at the School of Chemical Engineering Practice.

2.84 To be recommended for one of the Engineer degrees listed in Regulation 2.81, a student must have completed with high scholastic standing a program of at least 162 units of advanced study and a thesis, both acceptable to the department of the School of Engineering in which the student is enrolled.

2.85 The degrees Doctor of Philosophy and Doctor of Science, awarded in some branch of science or engineering, and the degree Doctor of Philosophy, awarded in the field of architecture, art and environmental studies,

of urban studies and planning, of economics, of political science, of management, of linguistics, of psychology, or of philosophy, certify to the creditable completion of an advanced course of study in the branch or field concerned, and to the performance of an original research of high grade on some topic relevant to that branch or field.

The course of advanced study and research leading to one of these degrees must be pursued under the direction of the Committee on Graduate School Policy for at least two academic years, except in the case of applicants who satisfy the Committee that they have successfully accomplished at another institution advanced work of a grade equal to that required at the Institute, in which case the required period of residence may be reduced.

2.90 Discipline

2.91 It is the duty of the instructor in charge of a room to see that order is preserved, and he or she is authorized to exclude any student from the room for sufficient cause. Such exclusion shall be reported to the Dean for Student Affairs.

Students are expected to behave with decorum, to obey the regulations of the Institute, and to pay due respect to its officers. Conduct inconsistent with general good order or persistent neglect of work may be followed by dismissal. If the offense is a less serious one, the student may be placed on probation.

It is the aim of the Faculty so to administer the discipline of the school as to maintain a high standard of integrity and a scrupulous regard for the truth. The attempt of any student to present as his or her own the work of another, or any work which he or she has not honestly performed, or to pass any examination by improper means, is regarded by the Faculty as a most serious offense, and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline.

No student shall be required to withdraw from the Institute for alleged academic misconduct without an investigation and an opportunity to be heard by the Committee on Discipline.

2.100 Amendment of Regulations

2.101 Any regulation may be amended at any regular or special meeting by an affirmative vote of three-fifths of the members present and voting, but not less than thirty affirmative votes, provided the proposed amendment has been announced on the call for the meeting.